

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
Memorandum

subject: Position Opportunity
Building Superintendent 2
Bureau of Aviation
date: April 13, 2012

to: ALL EMPLOYEES from: Vicki Arpin
Human Resources Administrator

Open To: State Employees (see Eligibility section below)
Location: Bradley International Airport, Windsor Locks
Job Posting No: 30787
Hours: Full time, 37.5 hours per week
Salary: Salary grade TC-20 Step 1, \$50,662 annually
Closing Date: 4:00 p.m., Monday, April 30, 2012

Eligibility: In order to be considered for this opportunity, candidates must have passed the Building Superintendent 2 exam and be on a current certification list promulgated by the Department of Administrative Services. State employees who currently hold this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer.

Position Description: The Connecticut Department of Transportation has a Building Superintendent 2 position opportunity in the Bureau of Aviation, Bradley International Airport, Maintenance and Facilities, Windsor Locks, Connecticut. This position is in the NP-2 Maintenance Bargaining Unit. This position is 1st shift with work hours of Monday through Friday, 7 am to 3 pm with ½ hour unpaid meal break. Candidates must be able to pass a thorough criminal background check and a security examination in order to obtain a Bradley Airport Security Badge. A physical exam may be required. A valid driver's license is required.

The Building Superintendent 2 administers the custodial and window cleaning contracts for the entire Airport complex, consisting of approximately 8 buildings and over half a million square feet of space. This position is involved in the bidding process for contracted services, and has regular interaction with contractors selected to perform the services. This position will review and ensure accuracy of extensive contractor invoices. As such, excellent organizational skills and communication skills are required. Bi-lingual or multi-lingual ability is preferred.

This position supervises approximately 45 contract employees, on three shifts working 365 days per year. The incumbent in this position will be on-call for emergency response. The incumbent will perform aerial inspections via bucket truck or aerial lift up to 65 feet. Excellent physical fitness is required due to the physical requirements of the position which include daily walking of the extensive indoor and outdoor grounds of the Airport complex, for inspections, response to problems, etc. This position has a mandatory snow removal assignment. A CDL is preferred, but not required. There is mandatory holdover/overtime for building custodial emergencies. Knowledge of proper procedure for dealing with hazardous material spills and bodily fluids is required.

Examples of Duties: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; conducts regular and special inspections to insure compliance with standards; inspects property for defective lighting, plumbing, heating, ventilating, and similar facilities and equipment and assigns staff to remedy same or reports to supervisor; maintains inventory of furniture and equipment and requisitions replacements and supplies; ensures that rooms are properly set up for special events; investigates reports of willful or malicious damage to State property; supervises minor repair work not requiring the services of tradesworkers; insures that proper temperatures are maintained; reviews work completed by contract employees; prepares bid specifications and cost estimates; may supervise building security, transportation, mail, stores, parking areas, and/or grounds; responds to emergencies on twenty-four hour basis; may conduct new product and equipment testing; performs related duties as required.

Preferred Qualifications: Bi-lingual or multi-lingual ability; Commercial Driver's License (CDL); basic computer skills (email, Microsoft Word, Excel)

Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift; may be exposed to some risk of injury from equipment.

Application Instructions: Submit an Application for Examination or Employment (CT-HR-12), cover letter, resume and copies of last two service ratings received and copies of any related certifications/licenses to:

DEPARTMENT OF TRANSPORTATION
Jacqueline Ouellette
Office of Human Resources
2800 Berlin Turnpike
Newington, CT 06111

Application forms are available at the DOT Human Resources Office at 2800 Berlin Tpke, Newington, all DOT District offices, or on the web at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf

Incomplete and/or late application packages will not be considered.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> for job specification requirements. Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future positions in the same title and location within 12 months.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.